

Death Certificate

In many cases, records for individuals who died in New Hampshire are available from the City or Town Clerk in your community. If the death occurred in Exeter, NH or occurred in New Hampshire sometime after 1990, you will likely be able to obtain a certified copy of the death certificate at our office located at 10 Front Street or from the New Hampshire Bureau of Vital Records.

Confidentiality

Death records are considered private and confidential, with access limited to those individuals who have a "direct and tangible" interest in the record. The only exception is death records more than 50 years old which are considered public and are opened to the public.

Copies of death records may only be obtained by the registrant, a member of his/her immediate family, guardian, funeral director or a representative with a "direct and tangible interest" such as an attorney, physicians, funeral director or other authorized representative acting on behalf of the registrant. In order to determine if the "legal representative" may have access to the record, the direct and tangible interest must be listed in any written correspondence with a copy of such legal document being provided.

Definition of immediate family: mother, father, son, daughter, brother, sister, husband, wife, grandfather, grandmother, grandson, granddaughter, great-grandmother, great-grandfather, nephew, niece or any spouse of divorced or legally separated person or person whose former marriage has been annulled. It shall not include cousins, ex wife/ex husband, or in laws.

Penalty

Any person shall be guilty of a Class B Felony if he/she willfully and knowingly makes any false statement in an application for a certified copy of a vital record ([RSA 126:24](#)).

Fees

The fees for a certified death certificate is \$15.00 for the first copy and \$10.00 for each additional copy requested at the same time for the same record. When requesting a copy of a death certificate by mail, please make sure you indicate whether you need it with the cause of death or without the cause of death. Please make check or money order payable to the Exeter Town Clerk.

Applying for a Certified Copy of a Death Certificate

All individuals requesting a certified copy of a record ([RSA 5-C:102, VI](#)) must present positive identification including, but not limited to, a driver's license, passport or other picture identification or in the absence of acceptable picture identification shall complete the form Documentation Evidence for Individuals Not Possessing An Acceptable Picture Identification. See Supporting Documents at the bottom of the page.?

In Person - You may come down to the Office of the Town Clerk, 10 Front Street, on Monday-Friday from 8:15 a.m. to 4:00 p.m. You will need to provide positive identification and complete a request form.

Online - Can't make it to the Town Clerks Office by 4:00 pm? We also offer online service. [Click here.](#)

By Mail - You may complete the online application Request for Death Certificate form and send with proper payment and a copy of your drivers license or photo ID to the Exeter Town Clerk, 10 Front Street, Exeter, NH 03833. A self-addressed return envelope with the appropriate postage affixed is required to process all mail requests.

If the record is not found, the office will retain the \$15.00 for each record requested and notify you that the record

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was not found.

The State of NH requires a copy of a valid picture identification for the individual applying for the death certificate before a record will be released.

Amending a Death Certificate

Sometimes a person may find that the information on the official death record is not correct or information is missing. If this is the case, it is possible to have the official record corrected or information added. There is a fee of \$10.00 for any correction to a death record if the correction is not done within 14 days from the file date. It must be done in person in the town or city in which the death occurred.

There are special forms that need to be completed and you may be required to provide additional documentation in order to correct the record. Please contact the Exeter Town Clerk at (603) 778-0591 x 403 or by email at [akohler \[at\] exeternh \[dot\] gov](mailto:akohler@exeternh.gov) with any questions you may have regarding amending a death record.

Supporting Documents



[Death Certificate Request Form](#)



[Documentation Evidence for Individuals Not Possessing a Picture ID](#)

Web Links

[RSA 126:24 Pay On Line RSA 5-C:102 IV](#)

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